

Mandatory and Required Training Reference Guide

Training Required	Duration	Required / Mandatory	Audience	Training Method	Occurrence/ Renewal Date	Policy or Regulation	Is Training Assigned to SATERN Learning Plan?	Discipline Owner (Directorate)
All MSFC Employees								
New Employee IT Security Training	20 minutes	Required	All New MSFC Employees	Instructor Led via New Employee In-Processing process and/or computer based within the Self-Study Learning Center (4200, G13)	Initial employment only	NPR 2810.1A	First day of employment	IS
Basic Information Technology Security (ITS)	1-hour	Mandatory	All MSFC Employees New hires must complete training within the first 30 days	Online through SATERN	Annually, January	Regulation: 5 CFR 930.301-305 (1997) & Federal Information Security Management Act (FISMA)	Center Discretion	IS10/David Black
No Fear Act (Federal Employee Anti-Retaliation)	30 minutes	Mandatory	All MSFC Employees New hires must complete training within the first 90 days	Online through SATERN	Every two years, April	Regulation: 5 CFR. Part 724	Center Discretion	HQ-SF00/Mike Torres
Protecting Sensitive But Unclassified Information (SBU)	30 minutes	Required	All MSFC Employees New hires must complete training within the first 30 days	Online and Instructor Led through SATERN	Annually, June	NPR 1600.1, Section 5.24	Center Discretion	AS50/Shermal Wilson
SHE 101 - The Safety, Health, and Environmental Program	2-hours	Mandatory	All MSFC Employees New hires must complete training within the first 60 days	Online through SATERN	No retraining required	Center Policy: MPR 8515.1.29 CFR 1960.59 and OSHA 29 CFR 1960.59	Yes, by HS	QD/Kristie French
SHE 127 - Lockout/Tagout Affected and/or Other Training	30 minutes	Mandatory	All MSFC Employees	Online through SATERN	Annually, July	Regulations: 29 CFR 1910.147(a)(3)(ii), (a)(4)(i)(D), (a)(7)(i)(B)&©, (a)(7)(ii)(A) -(F), (a) (7) (A), (a)(7)(iv), (a)(8), (e)(3), and (f)(2)(i) MWI 8715.2	Yes, by HS	QD12/Judy Milburn
SHE 152 - Hazard Warning Signs, Tags, and Barricades	30 minutes	Mandatory	All MSFC Employees	Online through SATERN	Annually, December	Regulation: 29 CFR 1910.145©, MPR 8715.1, & MWI 8715.3	Yes, by HS	QD12/Judy Milburn
SHE 316 - Environmental Management System (EMS) Basic Awareness	30 minutes	Mandatory	All MSFC Employees	Online through SATERN	Annually, November	Executive Order 13423	Yes, by HS	AS10/Dan Adams
NASA Property Responsibility and Accountability	30 minutes	Required	All MSFC Employees	Online through SATERN	Annually, March	NPR 4200.1	Yes, by HS	AS41/Richard Robbins
Recognition and Prevention of Workplace Violence	1 hour	Required	All MSFC Employees	Online and Instructor Led through SATERN	Annually	NPD 1600.3	Center Discretion	HS/Lynn Motley
Managers/Supervisors								
Information Technology Security (ITS) for Managers	1-hour	Mandatory	Managers Only New hires must complete training within the first 30 days	Online through SATERN	Annually, January	Regulation: 5 CFR 930.301-305 (1997) & Federal Information Security Management Act (FISMA)	Center Discretion	IS10/David Black
Training for New Supervisors	40 hours within 1st 6 months/ 80 hours within 2 years	Required	All New Civil Service Supervisors	Instructor Led	One time only	NPD 3410.2E	No	HS

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Emergency Response Personnel								
SHE 700: National Incident Management System (NIMS) - An Introduction IS-700	2-Hours	Mandatory	Emergency Response Personnel	Online through SATERN	One time only	Overarching requirements established by the NIMS Integration Center	No	AS50/Cathy Miller
SHE 701: National Response Plan (NRP) An Introduction IS-800	2-hours	Mandatory	Emergency Response Personnel	Online through SATERN	One time only	Overarching requirements established by the NIMS Integration Center	No	AS50/Cathy Miller
SHE 702: Incident Command System (ICS), Introduction to ICS-100	1-Hour	Mandatory	Emergency Response Personnel	Online through SATERN	One time only	Overarching requirements established by the NIMS Integration Center	No	AS50/Cathy Miller
SHE 703: Incident Command System (ICS), Basic FEMA ICS-200	1-hour	Mandatory	Emergency Response Personnel	Online through SATERN	One time only	Overarching requirements established by the NIMS Integration Center	No	AS50/Cathy Miller
SHE 704: Incident Command System (ICS), Intermediate FEMA ICS -300	16- Hours	Mandatory	Emergency Management Directors/Alternate	Classroom only	One time only	Overarching requirements established by the NIMS Integration Center	No	AS50/Cathy Miller
SHE 705: Incident Command System (ICS), Advanced FEMA ICS-400	16-Hours	Mandatory	Emergency Management Directors/Alternate	Classroom only	One time only	Overarching requirements established by the NIMS Integration Center	No	AS50/Cathy Miller
Employees that File Financial Disclosure Reports								
HQ-Ethics Training for NASA Employees	1-Hour	Mandatory	MSFC Employees (Civil Servants/IPA's) that file Financial Disclosure Reports (OGE450 or SF278)	Online or Instructor Led through SATERN	By December 31 of each year	5 CFR 2638.704 – Annual ethics training for public filers – SF278 5 CFR 2638.705(a)(3) Annual ethics training for other employees – OGE450	No	LS01 /Lisa Hughes
Employees that Require Access to Hanger AF (KSC Area 54 and 72)								
HANGAR AF FAMILIARIZATION	1-hour	Required	Civil Service Employees and Contractors that require area access to Hanger AF (KSC Area 54 and 72)	Self Study Learning Center Video	Yes, every 3-Years	KNPR8715-NASA Safety Practice Handbook	No	
General Processing Safety	1-hour	Required	Civil Service Employees and Contractors that require area access to Hanger AF (KSC Area 54 and 72)	Self Study Learning Center Video	Yes, every 3-Years	KNPR8715-NASA Safety Practice Handbook	No	

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Space Shuttle Safety	1-hour	Required	Civil Service Employees and Contractors that require area access to Hanger AF (KSC Area 54 and 72)	Self Study Learning Center Video	One time only	KNPR8715-NASA Safety Practice Handbook	No	
FOD Prevention	1-hour	Required	Civil Service Employees and Contractors that require area access to Hanger AF (KSC Area 54 and 72)	Self Study Learning Center Video	One time only	KNPR8715-NASA Safety Practice Handbook	No	
SLF-MLP-OPF-PAD-RPSF-VAB	1-hour	Required	Civil Service Employees and Contractors that require area access to Hanger AF (KSC Area 54 and 72)	Online through SATERN	One time only	KNPR8715-NASA Safety Practice Handbook	No	